TITLE: Gold Star Hall Research Writer

GENERAL DESCRIPTION:
This 10-hour per week position is responsible for researching individuals listed in Gold Star Hall, gathering photos and writing narratives to tell the personal stories of 3-5 of these Iowa State students who died in service to the US. These narratives will be uploaded to the Gold Star Hall directory on the MU’s website and shared during the MU’s Gold Star Hall Ceremony.

DUTIES AND RESPONSIBILITIES:
Under the supervision of the Gold Star Hall Committee Chair (MU Staff Member):

- Conducts extensive research about Gold Star Hall individuals (online and offline)
- Finds living family members to contact, if possible.
- Schedules and conducts interviews with family members, friends, etc., if possible.
- Writes a complete narrative of each GSH individual - 3 to 5 narratives are needed for the Gold Star Hall Ceremony, which takes place in November each year.
- Gathers photos of each GSH individual
- Sits on the Gold Star Hall Committee – meets once a month
- Helps plan and attend the Gold Star Hall Ceremony

HOURLY RATE: $10-$14 – based on experience, education level and writing samples.

KNOWLEDGE AND EXPERIENCE:
Required: Hardworking current Iowa State undergraduate or graduate student with degree or coursework in English, Journalism, History, or another related field. Strong research, writing, editing, and interviewing skills a must. Must demonstrate a passion for military history, research, and writing. Must be able to work 10 hours a week. Most of the work will be completed the months of March to November. There is a possibility for this position to be a summer-only job. Can be used as an internship or practicum. Must be enrolled at Iowa State this semester and Fall 2022. Summer hours available – will give preference to someone who wants to work through the summer. Will be paid hourly.

REPORTS TO: Gold Star Hall Committee Chair – Seth Dohrn, sdohrn@iastate.edu.

CONTACT:
Lana Seiler, Memorial Union Director’s Office, lana1916@iastate.edu, 515-294-2300

TO APPLY:
Send resume, cover letter explaining your passion for military history, research, and/or writing, three writing samples and three references to Lana Seiler, lana1916@iastate.edu